



2016 FACILITY USE PERMIT APPLICATION

City of Liberty Lake

22710 E. Country Vista Drive, Liberty Lake, WA 99019

Phone: (509) 755-6726 Fax: (509) 755-6713

Website: www.libertylakewa.gov

The City of Liberty Lake requires any group/organization requesting private use of a City Facility or City Park to obtain a Facility Use Permit. If you have any questions about this process, please call (509) 755-6726.

Facility Use Permits are required for activities, functions, or events requesting scheduled use of:

1. Council Chambers (City functions only)
2. Little House at City Hall
3. The Picnic Structure at Pavillion Park.
4. Any Sports Field or Baseball Diamond at Pavillion Park.
5. The Picnic Structure at Rocky Hill Park.
6. Any Sports Field at Rocky Hill Park.
7. Trailhead Banquet Room at Trailhead Golf Course

Exceptions:

1. General non-scheduled use of City facilities
2. Other activities as determined by the City Administrator

Fees:

RATES	Weekend Rate Friday - Sunday	Weekday Rate Monday - Thursday	State Certified 501(c)(3) Nonprofit
Outdoor Facility Fees:			
Pavillion Park Picnic Shelter	\$35 per hour	\$25 per hour	\$25 Reservation Fee Per Day
Rocky Hill Park Picnic Shelter	\$25 per hour	\$15 per hour	\$25 Reservation Fee Per Day
Pavillion Park Sports Field (Each Field)	\$10 per hour	\$10 per hour	\$25 Reservation Fee Per Day
Rocky Hill Sports Field (Each Field)	\$10 per hour	\$10 per hour	\$25 Reservation Fee Per Day
Add-on fee for events with >100 people	\$250 fee	\$250 fee	\$250 fee
RATES	Weekend Rate Friday - Sunday	Weekday Rate Monday - Thursday	State Certified 501(c)(3) Nonprofit
Indoor Facility Fees:			
Little House	\$25 per hour	\$15 per hour	\$25 Reservation Fee Per Day
Trailhead Banquet Room	\$25 per hour	\$15 per hour	\$25 Reservation Fee Per Day

* For 2016, the addition of a flat rate, garbage removal and restroom cleaning fee of \$25.00 has been implemented for all non- profits organizations requesting a Facility Use Reservation for Pavillion Park or Rocky Hill Park.

Other Requirements:

The City of Liberty Lake may require additional permits and/or insurance for certain activities, functions, or events. If insurance is required, the individual, group or organization using city owned facilities will need to provide a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, as well as naming the City as an additional insured for the period of time the group or organization will be using the facilities. Please refer to City Ordinance No. 142, Planning and Building Services for information on Temporary Use Permits, or call City Hall (509) 755-6700. Any non-City sponsored event with more than 100 people must pay an additional \$250 fee to cover garbage dumpster and additional maintenance costs.

Damage to City Facilities:

The City of Liberty Lake requires that any damage to municipal facilities will be promptly repaired at the user's expense. Damage or excess clean-up will be billed to user. Applicants must clean up after the group and not damage the facility or park. If upon arrival, user identifies a problem with the facility, please contact staff at (509) 385-4276 or leave a voicemail at (509) 755-6726.

All Facility Use Permit Applications and fees must be submitted to the City of Liberty Lake in person or by mail at least fifteen (15) days before the scheduled event date. The applicant will be notified in writing of approval or disapproval no later than ten (10) working days after receiving completed Facility Use Permit. Application and payment may be submitted in person or mailed to City Hall to the attention of Recreation Services.

RESERVATIONS

Booking a facility with the City of Liberty Lake is easy. Follow these simple steps:

1. Determine which facility best suits your needs.

- Facility information can be viewed at <http://www.libertylakewa.gov/reservations/>
- Call 509-755-6726 to check availability.
- Book the facility online or check availability of a facility online at <http://parksnrec.libertylakewa.gov/>.

2. Complete the paperwork and submit your request.

- Complete the Facility Use Permit Application and submit form with appropriate fees to City Hall. Forms may be found at <http://www.libertylakewa.gov/forms/>
- Requests shall be made at least 15 days prior to the date of use and will be processed on a first come, first serve basis. City sponsored functions shall have priority over community requests for facility use.
- The City may require a person, group or organization using city owned facilities to provide a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, as well as naming the City as an additional insured for the period of time the group or organization will be using the facilities.
- If additional permits or other information is required you will be contacted during the processing of your application.

3. Finalize your reservation.

- Once a completed Facility Use Permit is received, the request will be processed with 10 working days and the reservation confirmed by e-mail.

4. Cancellation Policy:

- An event cancelled in writing or in person will be refunded as follows:

Cancelled 30+ days = 100% of amount paid

Cancelled 8 days to 29 days = 50% of paid amount

Cancelled 7 days or less = no refund of paid amount

All applicants must be at least 21 years of age or older and present during the event. The person signing the request form will be considered the responsible party for post event clean up and in case of damage, theft, or disturbance during facility use. All minors must have adequate adult supervision.

When booking an event, be sure to include in the rental time, time needed to set-up, decorate, delivery of supplies and clean-up. Only those facilities specified in the Facility Use Permit will be available for use on the day of the event.

Any exceptions to this policy shall be approved by the City Administrator.

Thank you very much!



CITY OF LIBERTY LAKE 2015 FACILITY USE PERMIT APPLICATION

22710 E Country Vista Drive, Liberty Lake, WA 99019 (509) 755-6726 Fax: (509) 755-6713

For Office Use Only

Received

Permit Number

Facility Requested

- | | |
|---|--|
| <input type="checkbox"/> City Hall – Council Chambers (City functions only) | <input type="checkbox"/> City Hall – Little House |
| <input type="checkbox"/> Trailhead Banquet Room – Trailhead Golf Course | <input type="checkbox"/> Pavillion Park – Picnic Structure |
| <input type="checkbox"/> Rocky Hill Park – Picnic Structure | <input type="checkbox"/> Pavillion Park – Sports Field (Field # _____) |
| <input type="checkbox"/> Rocky Hill Park – Sports Field (Field # _____) | <input type="checkbox"/> Pavillion Park – Baseball Diamond |

Contact Name: *(must be 21+ years old)*

Last:

First:

Company / Organization:

Mailing Address

City

State

Zip Code

Home Phone

Work Phone

Cell Phone

Email Address

☐ Mail

☐ Home Phone

☐ Work Phone

☐ Cell Phone

☐ Email

(Preferred method of contact)

Event Information

Date of Rental:

Time Requested:

(Includes setup/teardown)

to

501(c)(3) Nonprofit ID#

Event Name:

Admission or fees collected for event? ☐ Yes ☐ No

of people:

Is event open to the public? ☐ Yes ☐ No

Alcohol at event? ☐ Yes ☐ No

Please provide us with a detailed description of your event:

**Picnic Structure reservations include access to electricity, water, restrooms, and picnic tables when available. City staff will do their best to accommodate any requests, but note that special requests are not guaranteed.*

APPLICATION – PART 2

THE ITEMS BELOW MUST BE SUBMITTED WITH YOUR APPLICATION AND PAYMENT, AS APPLICABLE:

☐ **APPLICATION FORM**

Submit completed application form with signature.

(Acceptance of the application does not guarantee approval of the Facility Use Permit).

☐ **PAYMENT AMOUNT \$ _____**

☐ Cash

☐ Check # _____

Submit payment with completed application.

RATES	Weekend Rate Friday - Sunday	Weekday Rate Monday - Thursday	State Certified Non Profit
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- ☐ **SPECIAL EVENT PERMIT - required for certain events such as parades, runs, or events with alcohol. (See ordinance no. 142 for more information)**
- ☐ **CERTIFICATE OF LIABILITY INSURANCE – required for certain events. The City may require a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, as well as naming the City as an additional insured for the period of time the group or organization will be using the facilities.**
- ☐ **TEMPORARY USE PERMIT - required for Seasonal and Special Events, Mobile Sales / Concessions, and Agricultural product / craft sales stand “Farmer’s Market”. (Refer to the Development Code or contact Planning and Building Services at (509) 755-6708 for information & applicable fees)**

This completed Facility Use Permit Application may be submitted by mail or in person at City Hall.

City of Liberty Lake City Hall
22710 E Country Vista Drive
Liberty Lake, WA 99019

Phone: (509) 755-6726
Fax: (509) 755-6713
Email: lclift@libertylakewa.gov

**ADDITIONAL PERMITS MAY BE REQUIRED FOR CERTAIN EVENTS
POST THE FACILITY USE PERMIT AT THE LOCATION OF YOUR EVENT**

I have reviewed the City of Liberty Lake Facility Use Policies and Ordinances 115 and 142 and agree to abide by the terms listed. If upon arrival, I identify a problem with the facility, I will contact staff at (509) 755-6723 or (509) 755-6700 immediately to report the issue. The applicant assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to the applicant's displays, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City, agents, and employees from any and all such losses, damages and claims. Applicant is responsible for all costs associated with post event clean up or any damages to the facility which will be billed to applicant. I agree to clean up after my event and not damage the park or the facility. I agree to provide required permits and/or proof of insurance to the City at least 15 days prior to my event, and post required permits at my event. I hereby make application to the City of Liberty Lake for use of City facilities/property and certify the information given in this application and supporting material is correct. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees.

Signature of applicant: _____

Date: _____

For Office Use Only:

PERMIT APPROVED ☐

PERMIT DENIED ☐

City Staff Signature: _____

Date: _____